



Lien Inquiry Form

Date: _____

From: _____

Inquiry for:

_____ Liens/Assessments
_____ Utility Balance

Phone: _____ Fax: _____

Your File: _____ Prepaid Rec't: _____

Include a \$25.00 check for each address/account; allow 7 – 10 days for processing.

Property Information:

Owner: _____

Property Address: _____ City: _____

Folio: _____

Legal Description:

Lot _____ Block _____ S/D _____

O/R Book and Page _____ / _____

Closing Date: _____

Type of Property:

(Type of Property and Number of Units **Must** be Provided)

_____ Private Home _____ Condo _____ Townhouse _____ Co-Op

_____ Mobile Home _____ Store _____ Warehouse _____ Multi-Family

_____ Vacant Land (Include full legal and site map outlining the parcel and clearly showing street references.)

_____ Commercial Property, Number Of Units/Accounts _____

Information Provided (city use only):

Finance Report: Yes

Public Service Report: Yes

Code Enforcement Report:

Lien(s): _____ Case No. _____

Open Case(s): _____ Case No. _____

Date returned to client: _____

Signed: _____

This information is not given to induce reliance from the recipient. The city does not warrant the accuracy or completeness of this information. The provision of this information to the recipient does not stop the city from correcting any errors or updating the information provided.

LIF # :

Lien Inquiry Instruction Sheet

Mail completed form to:

City Clerk
City Of Sunrise
10770 W. Oakland Park Blvd.
Sunrise, Fl. 33351-6899
Phone: (954) 746-3333
Fax: (954) 578-3952

For all lien inquiries:

- **Fee is \$25.00 per address/account**
- **Allow 7 – 10 days for processing**
- Provide folio number
- Enclose a self-addressed, stamped envelope
- Send a signed check made payable to the City of Sunrise
- Use the City of Sunrise Lien Inquiry Form, not a cover letter
- No paper clips or staples
- Address envelope to City Clerk
- Call to ensure address is within Sunrise service area
- Updates must be faxed to City Clerk
- Updates available within 30 days without additional charge
- Check the public records of Broward County for any other possible outstanding liens or assessments
- Up to 20 prepaid lien inquiries are available in increments of 5